



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242
(562) 940-2501



DONALD H. BLEVINS
Chief Probation Officer

July 15, 2011

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TO: Each Supervisor

FROM: Donald H. Blevins 
Chief Probation Officer

SUBJECT: **GUIDING LIGHT HOME FOR BOYS, SITES I & II CONTRACT
COMPLIANCE MONITORING REVIEW**

We have completed a review of Guiding Light Home for Boys, operated by Guiding Light Home for Boys. The Group Home contracts with the Los Angeles County Probation Department.

Guiding Light Home for Boys consists of two (2) six (6) bed homes, which provide care for boys ages 14-17 years who exhibit behavioral, psychological, and emotional difficulties. At the time of the monitoring review, Guiding Light Home for Boys was providing services for seven (7) probation youth.

Guiding Light Home for Boys is located in the County of Riverside, Fifth District.

SCOPE OF REVIEW

The purpose of our review is to determine whether the Agency is providing the services as outlined in their Program Statement. The review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights. In addition, a review of the most current Auditor Controller Fiscal Review was conducted.

SUMMARY

Based on child interviews and contents of the Needs and Services Plans reviewed, the Agency is providing the services as outlined in their Program Statement. However, there are several deficiencies in the "Notable Findings" section that require corrective action. Such as, no window screens at either of the sites, minor repairs/repainting needed in several of the bedrooms at sites I and II. Neither of the sites had a working computer for the children to use. A few of the

children were not receiving Emancipation or Vocational Training. Several of the staff had expired Cardiopulmonary Resuscitation (CPR) and First Aid Training cards.

NOTABLE FINDINGS

The following are the notable findings of our review:

- Several children were not receiving Emancipation/Vocational Training
- Some bedroom walls need repainting due to graffiti
- Staff had expired CPR and First Aid Training cards on file
- There were no screens present on any of the windows
- None of the children have bank accounts
- No working computer for the children to use

EXIT CONFERENCE

The following are highlights from the exit conference held December 15, 2010:

In attendance:

Candace Hache, Owner/Executive Director

Highlights:

The Exit Conference was conducted on December 15, 2010. The deficiencies cited were addressed at the time of the exit conference. The representative present was in disagreement with the issue of providing window screens for all the windows stating that Community Care Licensing did not have an issue due to the fact that the residents tear the screens so frequently; however, Ms. Hache agreed to provide them by January 19, 2010.

Ms. Hache also stated that all the staff has provided current CPR cards for the employee files except for one and that staff has been taken off schedule until it is provided. Ms. Hache indicated that the children do not have bank accounts because none of the children are employed and they spend their allowance when they receive it so there is no money to deposit into an account.

Ms. Hache agreed to make all other facility repairs and submitted a written Corrective Action Plan dated January 6, 2011. A follow up visit was conducted on May 5, 2011, to ensure that all deficiencies had been corrected. The result for the follow up visit can be found on the final page of the "Compliance Monitoring Review".

If you need any additional information or have any questions or concerns, please contact Director, Lisa Campbell-Motton, Placement Permanency and Quality Assurance at (323) 240-2435.

DHB:REB:LCM:ed

Attachments

c: William T Fujioka, Chief Executive Officer
Sachi A. Hamai, Executive Officer, Board of Supervisors
Brence Culp, Chief Deputy Chief Executive Officer
Wendy Watanabe, Auditor-Controller
Public Information Office
Audit Committee
Jean Chen, Community Care Licensing
Candace Hache, Owner/Executive Director, Guiding Light for Boys
Jacqueline A. White, Deputy Chief Executive Officer
Chief Deputies
Justice Deputies

**GUIDING LIGHT HOME FOR BOYS GROUP HOME SITES I & II
PROGRAM CONTRACT COMPLIANCE MONITORING REVIEW**

**Guiding Light Home for Boys I
24720 Clearwater
Moreno Valley, CA 92551
License Number: 336424036
Rate Classification Level: 10**

**Guiding Light Home for Boys II
25123 Middlebrook Way
Moreno Valley, CA 92553
License Number: 336423724
Rate Classification Level: 10**

The following report is based on a "point in time" at the time of the monitoring visit. This compliance report addresses findings noted during the October through December 2010 monitoring review.

LICENSURE/CONTRACTUAL COMPLIANCE

Based on our review of six (6) case files and 17 staff files, and/or documentation from the provider, Guiding Light Group Home for Boys, sites I and II were in full compliance with all nine (9) elements of our Contract Compliance review: Timely Notification for Child's Relocation, Stabilization to Prevent Removal of Child, Transportation, Serious Incident Reports (SIRs), Compliance with Licensed Capacity, Disaster Drills Conducted, Disaster Logs Maintenance, Runaway Procedures, and Allowance Logs. The Group Home notifies all required agencies in a timely manner when a child is relocated. The Group Home takes all necessary steps to stabilize a child to prevent removal. The Group Home documents and reports all SIRs in a timely manner, complies with the licensing capacity, conducts disaster drills, maintains a disaster drill log and follows runaway procedures accordingly. The Group Home maintains an allowance log for all residents under its care.

Recommendations:

None

PROGRAM SERVICES

Based on our review of documents and interviews conducted with six (6) Probation placed children, Guiding Light Group Home for Boys, sites I and II was in full compliance with all seven (7) elements in the area of Program Services.

All the children meet the Group Home's population criteria as outlined in their Program Statement and are assessed for needed services within 30 days of placement. Case files reflect adequate documentation to show that children are receiving treatment services.

The child's Probation caseworker authorized the implementation of the Needs and Services Plan (NSP) and the child participated in the development of their NSP. The NSP that was implemented was discussed with staff and parents. All six (6) NSPs were reviewed, the long and short term goals were found to be current, comprehensive and child specific. All included the required signatures. All children interviewed stated that their NSP was reviewed with them and that they not only understood their goals, but participated in developing them. All children interviewed acknowledged receiving therapeutic services, individual, group and family therapy. The recommended

assessment and evaluation was implemented. All children verified that their assigned Probation Officers had monthly face-to-face contact with them.

Recommendations:

None

FACILITY AND ENVIRONMENT

Based on our walk through inspection of Guiding Light Home for Boys, sites I and II and interviews with six (6) Probation placed children, Guiding Light Home for Boys complied with four (4) of the six (6) elements in the area of Facility and Environment.

Guiding Light Home for Boys, sites I and II are located in residential communities. The exterior of the Group Homes are well maintained. The facilities and garages and surrounding areas are clean and adequately landscaped.

The garage at site I is arranged as a homework/visitation area. Site I also has a basketball hoop available for recreation. The Group Home also provides the youth with gym memberships to "Fitness 19" for additional recreational activities.

The interior of sites I and II were in need of minor repairs. The following are the deficiencies cited:

Guiding Light Home for Boys Site I

- The walls in bedroom #2 needs repainting due to graffiti
- Bedroom #3 needs the ceiling repaired and repainted
- Group home does not have a working computer outside of the staff computer for the youth to use
- All windows at the group are in need of screens

Guiding Light Home for Boys Site II

- The window in bedroom #2 is cracked and needs repair
- All windows at the group home are in need of screens
- Group does not have a working computer outside of the staff computer for the youth to use

Aside from the aforementioned deficiencies cited, the common quarters are neat and clean, there is adequate furniture and lighting, and the Group Home provides a home-like environment. The fire escape/evacuation routes were posted in visible areas and the smoke detectors and fire extinguishers were fully operational and updated.

Children's bedrooms are clean, orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings are in good repair. The mattresses are comfortable, the beds all have a full complement of linens, and the children's sleeping arrangements are appropriate. The Group Home also provides each resident with a personal fan for their use. The Group Home also has central air conditioning for the hot summer months.

The Group Home maintains age-appropriate and accessible recreational equipment. The living room has a working Television and a DVD player. There are books and resource materials as well as board games and a "Playstation" video gaming system that are easily accessible to the residents in the home.

There is a sufficient supply of perishable and non perishable foods as well as a fresh supply of fruit stored in the home that adequately meets the needs of the youths.

Recommendations:

1. Guiding Light Home for Boys, sites I and II shall ensure that the aforementioned deficiencies cited must be corrected and repaired in a timely fashion in order to ensure the safety and security of all residents placed at the Group Homes.
2. For the interior, the Group Home needs to paint over the graffiti in bedroom #2, repair and paint ceiling in bedroom #3 at site I. Additionally, the Group Home needs to repair the cracked window in bedroom #2 at site II.

EDUCATIONAL AND EMANCIPATION SERVICES

Based on our review of Guiding Light Home for Boys, sites I and II and interviews with six (6) Probation placed children, Guiding Light Home for Boys, sites I and II complied with three (3) out of the four (4) elements in the area of Education and Emancipation Services. Two (2) of the residents interviewed reported that they are not provided with emancipation and or vocational training. The remaining four (4) residents all indicated that they are receiving those services.

Children are attending school, and are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. In addition to the required schooling provided, the Group Homes also provides tutors and resources that are available to all residents as part of after school tutoring and supplemental learning. The Group Home's program includes the development of children's daily living, self-help and survival skills; such as, washing clothes, proper hygiene and cooking basics.

Recommendations:

1. Guiding Light Home for Boys, sites I and II shall ensure that the aforementioned deficiency cited will be corrected in a timely fashion by ensuring that all youth age 14 and above receive emancipation and or vocational training as outlined in their Needs and Services Plan.

RECREATION AND ACTIVITIES

Based on our review of Guiding Light Home for Boys, sites I and II and interviews with six (6) Probation placed children, Guiding Light Home for Boys fully complied with all three (3) elements in the area of Recreation and Activities.

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest. The Group Home provides memberships to the local gym "Fitness 19", which offers several recreation options for the residents to participate in, such as sporting activities like basketball, swimming and weight training and other activities. They also provide off-grounds outings to the local Park, movie theatre, shopping mall, and "Castle Park" amusement park. The Group Home provides transportation to and from these activities.

Recommendations:

None

CHILDREN'S HEALTH RELATED-SERVICES, INCLUDING PSYCHOTROPIC MEDICATION

Based on our review of Guiding Light for Boys, sites I and II and interviews with six (6) Probation placed children, Guiding Light Home for fully complied with all nine (9) elements in the area of Children's Health Related Services, Including Psychotropic Medication.

Of the six (6) child interviews, one of the children has a current court authorization for psychotropic medication. Documentation based on the psychotropic medication review tool confirms that this child is routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendations:

None

PERSONAL RIGHTS

Based on our review of Guiding Light Home for Boys, sites I and II and interviews with six (6) Probation placed children, Guiding Light Home for Boys was in full compliance with all 11 elements in the area of Personal Rights.

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Homes and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that, overall, the facility staff treats them with dignity and respect.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail, have private visitors and attend religious services of their choice.

Children report that the discipline policies are consistently enforced and there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks. Children also receive voluntary medical, dental and psychiatric care

Recommendations:

None

CLOTHING AND ALLOWANCE

Based on our review of Guiding Light Home for Boys, sites I and II and interviews with six (6) Probation placed children, Guiding Light Home for Boys complied with seven (7) out of eight (8) elements in the area of Clothing and Allowance.

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance for children. Children are provided with opportunities to select their own clothes and the clothing provided is of good quality and of sufficient quantity. Guiding Light Home for Boys, sites I and II transports Probation children to clothing stores where residents can purchase appropriate attire at a reasonable price.

The Group Home provides children with the required minimum weekly allowance of \$7.00 dollars and the children spend their allowances as they choose. Guiding Light's Administrator reported that they spend their entire allowance once it is received. This was also verified through the child interviews conducted.

The Group Home provides children with adequate personal care items. Guiding Light Home for Boys, sites I and II have "Life Books"; however, the residents were not familiar with them.

Recommendations:

1. Guiding Light Home for Boys, sites I and II shall ensure that the aforementioned deficiency cited will be corrected in a timely fashion by incorporating the use of "Life Books" with the residents monthly to encourage them to document special and memorable events throughout their placement

PERSONNEL RECORDS

Based on our review of Guiding Light Home for Boys, sites I and II and interviews with six (6) Probation placed children, Guiding Light Home for Boys, sites I and II complied with 11 of the 12 elements in the area of Personnel Records.

A review and check of all employee records was completed. All training and background checks were completed and current. All staff had de-escalation and restraint training. All files reviewed had the required educational documentation and criminal and child abuse clearances for their employees prior to being hired. However, four (4) employees did not have current CPR and First Aid Training certificates.

Recommendations:

1. Guiding Light Home for Boys, sites I and II shall ensure that the aforementioned deficiency cited will be corrected in a timely manner by verifying and obtaining copies of all employees CPR and First Aid Training cards.

AUDITOR CONTROLLER FISCAL REVIEW

The most recent Fiscal Review for Guiding Light Home for Boys from the Department of Auditor-Controller is dated March 10, 2010, for the fiscal period of January 1, 2008, to December 31, 2008. The report dated March 10, 2010, indicated that Guiding Light Home for Boys had \$10, 086.00, in questioned/disallowed costs. Guiding Light Home for Boys submitted a timely approved fiscal CAP, which is being monitored by DCFS' Fiscal Monitoring Section.

Recommendations:

N/A

FOLLOW-UP VISIT

On May 5, 2011, a follow up visit was conducted at Guiding Light Home for Boys, sites I and II to verify that all recommendations have been completed.

- A complete follow-up walk through of the interior and exterior of sites I and II was conducted, and all recommendations have been repaired or replaced. The interior deficiencies had been corrected. Screens have been placed on all the windows.
- Desk top computers were purchased for both sites for the children to use.
- At the time of the review, two (2) of the residents interviewed reported that they were not provided with emancipation or vocational training. The original two (2) residents were no longer residing at the home; however the three (3) residents that were there during the follow up visit reported that they were participating in emancipation or vocational training.
- At the time of the review, Guiding Light Home for Boys did have "Life Books" for the children; however, the children were not familiar with them. During the follow-up visit, three (3) Probation children were interviewed, and all three (3) children indicated that they have "Life Books" and are familiar with them. A Group Home staff was also interviewed and reported that the Group Home provides the children with disposal cameras to take on their outings to take pictures for their "Life Books".
- At the time of the review, four (4) staff was missing current CPR certificates. During the follow-up visit, a review of the four (4) staff files was conducted, and the CPR and First Aid Training certification was present in the files and visually verified.

**GUIDING LIGHT HOME FOR BOYS GROUP HOME PROGRAM CONTRACT
COMPLIANCE MONITORING REVIEW- SUMMARY**

	Contract Compliance Monitoring Review	Findings: December/2010
I	<u>Licensure/Contract Requirements</u> (9 Elements) <ol style="list-style-type: none"> 1. Timely Notification for Child's Relocation 2. Stabilization to Prevent Removal of Child 3. Transportation 4. SIRs 5. Compliance with Licensed Capacity 6. Disaster Drills Conducted 7. Disaster Drill Logs Maintenance 8. Runaway Procedures 9. Allowance Logs 	Full Compliance (All)
II	<u>Program Services</u> (7 Elements) <ol style="list-style-type: none"> 1. Child Population Consistent with Program Statement 2. Probation Caseworker Authorization to Implement NSPs 3. Children's Participation in the Development of NSPs 4. NSPs Implemented and Discussed with Staff/Parents 5. Therapeutic Services Received 6. Recommendation Assessments/Evaluations Implemented 7. Probation Caseworkers Monthly Contact Verified 	Full Compliance (All)
III	<u>Facility and Environment</u> (6 Elements) <ol style="list-style-type: none"> 1. Exterior Well Maintained 2. Common Areas Maintained 3. Children's Bedrooms/Interior Maintained 4. Sufficient Recreational Equipment 5. Sufficient Educational Resources 6. Adequate Perishable and Non Perishable Food 	1. Full Compliance 2. Full Compliance 3. Needs Improvement 4. Full Compliance 5. Needs Improvement 6. Full Compliance
IV	<u>Educational and Emancipation Services</u> (4 Elements) <ol style="list-style-type: none"> 1. Emancipation/Vocational Programs Provided 2. ILP and Emancipation Planning 3. Current IEPs Maintained 4. Current Report Cards Maintained 	1. Needs Improvement 2. Full Compliance 3. Full Compliance 4. Full Compliance

V	<u>Recreation and Activities</u> (3 Elements) <ol style="list-style-type: none"> 1. Participation in Recreational Activity Planning 2. Participation in Recreational Activities 3. Participation in Extra-Curricular, Enrichment and Social Activities. 	Full Compliance (All)
VI	<u>Children's Health-Related Services (including Psychotropic Medications)</u> (9 Elements) <ol style="list-style-type: none"> 1. Current Court Authorization for Administration of Psychotropic Medication 2. Current Psychiatric Evaluation/Review 3. Medication Logs 4. Initial Medical Exams Conducted 5. Initial Medical Exams Timely 6. Follow-Up Medical Exams Timely 7. Initial Dental Exams 8. Initial Dental Exams Timely 9. Follow-Up Dental Exams Timely 	Full Compliance (All)
VII	<u>Personal Rights</u> (11 Elements) <ol style="list-style-type: none"> 1. Children Informed of Home's Policies and Procedures 2. Children Feel Safe 3. Satisfaction with Meals and Snacks 4. Staff Treatment of Children with Respect and Dignity 5. Appropriate Rewards and Discipline System 6. Children Free to Receive or Reject Voluntary Medical, Dental and Psychiatric Care 7. Children Allowed Private Visits, Calls and Correspondence. 8. Children Free to Attend Religious Services/Activities 9. Reasonable Chores 10. Children Informed about Psychotropic Medication 11. Children Aware of Right to Refuse Psychotropic Medication 	Full Compliance (All)
VIII	<u>Children's Clothing and Allowance</u> (8 Elements) <ol style="list-style-type: none"> 1. \$50.00 Clothing Allowance 2. Adequate Quantity Clothing Inventory 3. Adequate Quality Clothing Inventory 4. Involvement in Selection of Clothing 5. Provision of Personal Care Items 6. Minimum Monetary Allowances 7. Management of Allowance 8. Encouragement and Assistance with Life Book 	<ol style="list-style-type: none"> 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Needs Improvement

IX	<p><u>Personal Records (including Staff Qualifications, Staffing Ratios, Criminal Clearances and Training)</u> (12 Elements)</p> <ol style="list-style-type: none"> 1. Education/ Experience Requirement 2. Criminal Fingerprint Cards Timely Submitted 3. CAIs Timely Submitted 4. Signed Criminal Background Statement Timely 5. Employee Health Screening Timely 6. Valid Driver's Licenses 7. Signed Copies of GH Policies and Procedures 8. Initial Training Documentation 9. CPR Training Documentation 10. First Aid Training Documentation 11. On Going Training Documentation 12. Emergency Intervention Training Documentation 	<ol style="list-style-type: none"> 1. Full Compliance 2. Full Compliance 3. Full Compliance 4. Full Compliance 5. Full Compliance 6. Full Compliance 7. Full Compliance 8. Full Compliance 9. Needs Improvement 10. Needs Improvement 11. Full Compliance 12. Full Compliance
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Guiding Light

Home for Boys

Group Home



January 6, 2011

Los Angeles County Probation Department
Group Home Monitoring Unit
Attn: Deputy Probation Officer Ratasha Smith
3965 S. Vermont Avenue, 3rd Floor
Los Angeles, CA 90037

Re: Corrective Action Plan (CAP)

As a result of 2010 Audit, the Los Angeles County Probation Department recommended the following corrections for the Corrective Action Plan (CAP):

1. Facility Environment

Recommendation: (a). All screens have to be on all windows

Status: (implementing) Handy man is making screens for all windows at both sites.

Plan to prevent reoccurrence: Guiding Light Home for Boys removed all screens due to Community Care Licensing Requirements where Window Screens are not a requirement; however if there on they need to be in good condition. Due to LA Probation requirements being the contrary Guiding Light will make sure screens are on all windows at all times.

Person Responsible for CAP: Administration/Management

Recommendation: (b). Employee: Diane Paz, Juanita Williams, and Derik Galloway CPR was expired.

Status: (Implementing) Staff were given two weeks to update their CPR

Plan to prevent reoccurrence: When staff get close to expiration they will get a reminder and will be given two weeks to update or they will be temporary removed off schedule to avoid procrastination of completion and expedite process .

Person Responsible for CAP: Administration/Management

Candace Hache, Administrator

25123 Middlebrook Way.
Moreno Valley, CA 92553
Bus: (951) 485-0423
Fax: (951) 485-9164
Cell: (951) 906-1424

Guiding Light

Home for Boys

Group Home



Page #2

Recommendation: (c). Repair cracked window in Room #2 (Site 2)

Status: (implemented) Window Repair man came and replaced window

Plan to prevent reoccurrence: Handy man will include checking windows for cracks during weekly maintenance check.

Person Responsible for CAP: Administration/Management

Recommendation: (d). Review Life Books with clients on a monthly basis

Status: (implementing) Management will make sure on a monthly basis clients are working on their Life Books/Photo Albums inserting there pictures so there more acquainted with them.

Plan to prevent reoccurrence: Guiding Light Home for Boys has Life Books for all clients and will encourage them to insert pictures on a monthly basis for becoming accustomed

Person Responsible for CAP: Administration/Management

Recommendation: (e). Remove graffiti in bedroom #2 (Site #1)

Status: (implemented) client cleaned graffiti

Plan to prevent reoccurrence: complete graffiti check is put into action

Person Responsible for CAP: Administration/Management

Recommendation: (f). Bedroom #3 Ceiling needed mud due to a removal of a light) fixture (Site #1)

Status: (implemented) Handyman repaired ceiling

Plan to prevent reoccurrence: When fixtures are removed handyman will repair at the time of removal.

Person Responsible for CAP: Administration/Management

Recommendation: (g). Purchase clients new computers

Status: (implemented)

Plan to prevent reoccurrence: Management and clients were sharing computers for usage when needed. Administration purchased clients their own computers where they don't have to share.

Person Responsible for CAP: Administration/Management

A handwritten signature in black ink, appearing to read "Candace Hache", written in a cursive style.

Candace Hache, Administrator

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Moreno Valley, CA 92553
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